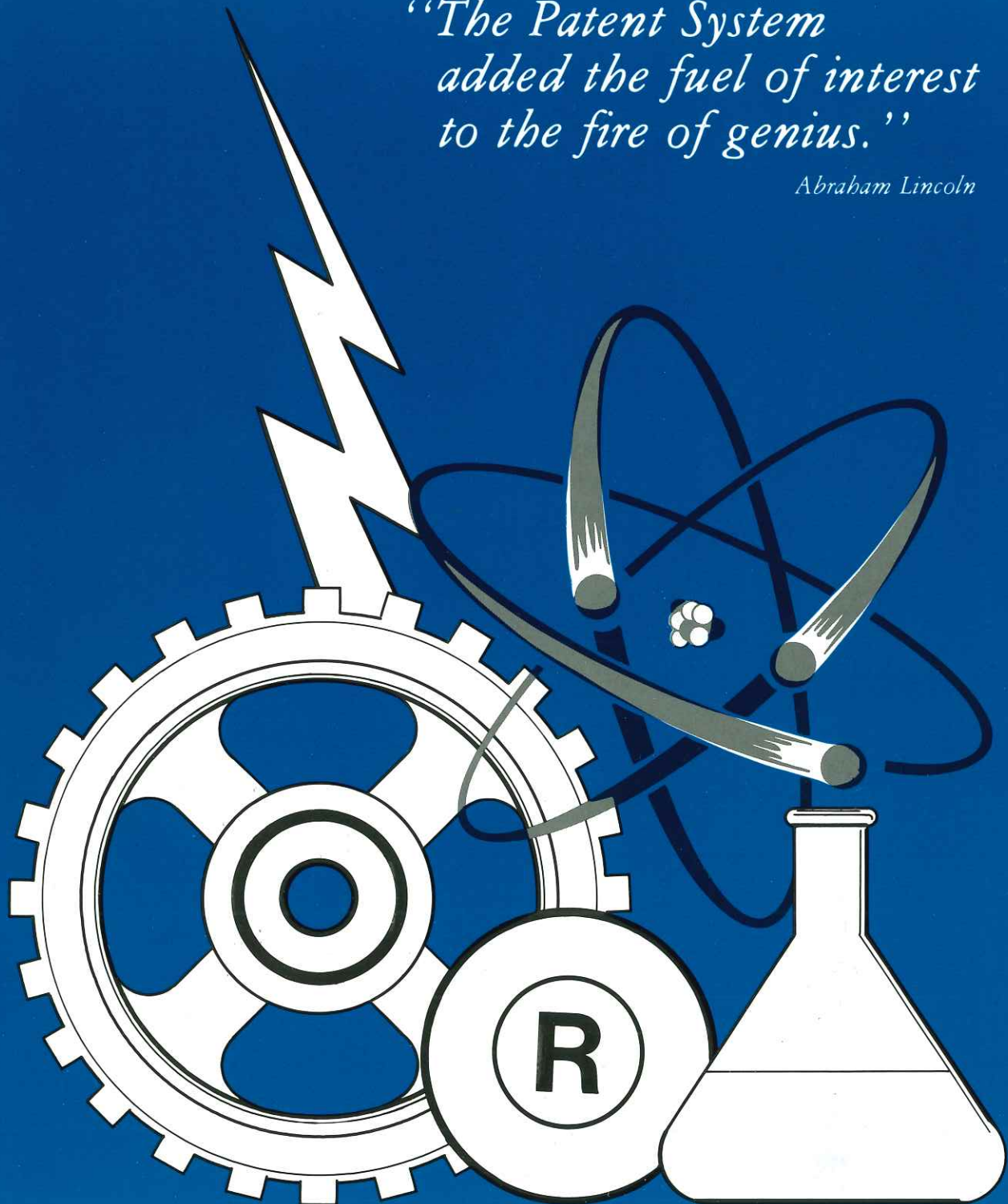


# U.S. Department of Commerce PATENT & TRADEMARK OFFICE

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*"The Patent System  
added the fuel of interest  
to the fire of genius."*

*Abraham Lincoln*











**PATENT AND TRADEMARK OFFICE**  
**United States Department of Commerce**  
**Washington, DC 20231**

**Contact:**  
**Manager**  
**College Relations**  
**Office of Personnel**  
**Patent and Trademark Office**  
**1CPK, Suite 700**  
**Washington, DC 20231**  
**(703) 557-3631**  
**Toll-free 800-368-3064**

## BACKGROUND

In 1790, President George Washington authorized the foundation for the modern U.S. patent system and the Patent and Trademark Office. Since then, the patent system, which was originally provided for in the U.S. Constitution, has stimulated national growth by encouraging the invention and disclosure of new technology. In return for the right to exclude others from making, using or selling the invention for 17 years, the inventor discloses to the public detailed information about the invention.

## CAREER OPPORTUNITIES

Each year many recent college graduates are hired to examine applications for patents. Opportunities are available for:

### ENGINEERS

Applicants from all engineering disciplines will be considered. However, candidates in the following speciality areas are preferred:

#### **Electrical and Electronic Engineers (BSEE and MSEE candidates preferred).**

Electrical and Electronic engineers typically judge the patentability of inventions in areas such as photography, illumination, transmission systems, information transmission, storage and retrieval, radio, television, data processing systems, electrical switches, semiconductor devices, radiant energy, and optics.

#### **Mechanical Engineers (BSME and MSME candidates preferred).**

Mechanical engineers typically judge the patentability of inventions in areas such as conveyors, aeronautics, motor vehicles, tools, surgery, power plants, internal combustion engines, and heat generation.

#### **Chemical Engineers (BSChE and MSChE candidates preferred).**

Chemical engineers typically judge the patentability of inventions in areas such as petroleum chemistry, metallurgy, carbon compounds, plastics, fuels, medicines, high polymer chemistry, natural resins, carbohydrates, photography, foods, molecular biology, microbiology, and phase separation.

## SCIENTISTS

Career opportunities for BS, MS and PhD degree graduates are available for scientists such as physicists, chemists, biologists, microbiologists and related sciences.

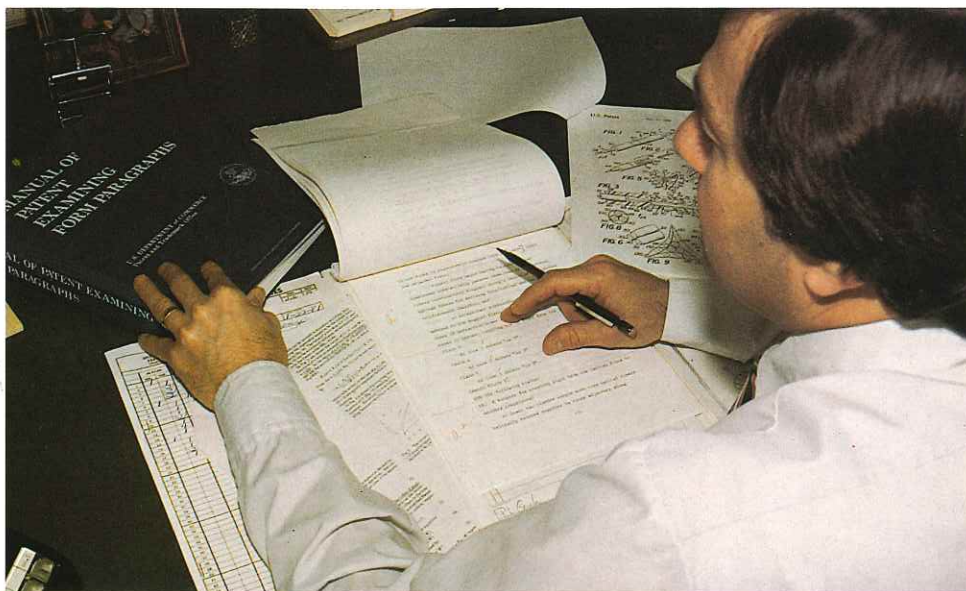
### **Chemists, Biologists, Microbiologists and Related Sciences**

Examiners with these backgrounds typically judge the patentability of inventions relating to chemical or biotechnological products and processes. Many of these inventions have food, environmental, pharmaceutical or agricultural applications and may involve new compounds, formulations or life forms. Inventions in areas involving recombinant DNA, immunology, cell biology, enzymology and plant sciences are examined by those having a background in the biological sciences.

### **Physicists**

Physicists typically judge the patentability of inventions in such areas as semiconductor physics, radiant energy, atomic and nuclear physics, optics and lasers.

## WHAT A PATENT EXAMINER DOES



The Patent and Trademark Office (PTO) determines the patentability of discoveries of inventors throughout the world. This determination is made by approximately 1400 highly trained scientists and engineers (Patent Examiners). An Examiner analyzes the subject matter of an application for a patent and the pertinent prior art, i.e., patents and other published material, and determines whether the claimed invention is patentable. He/She applies procedural and substantive law and grants or rejects the claims of the application. Generally Examiners specialize in one of the engineering or scientific fields.

### CHALLENGE AND RESPONSIBILITY

The Patent system is at the forefront of the technological advancement with patents forming a basic and necessary incentive for research and development. Examiners are constantly exposed to the latest innovations in a field. As a patent examiner, your decisions are a crucial link in an incentive system which impacts upon the national growth.

Examiners are confronted with a vast array of technological and legal challenges. During the normal course of a workday, Examiners interact with attorneys and inventors. Although examiners work within a given art, each application is a unique entity.

Upon becoming a fully trained Examiner you will work independently. Your decisions can result in fortunes being made and industries being established.

Responsibility and independent judgment are the keystone of a patent examining career.







## TRAINING

Every patent examiner receives both on-the-job and formal training. On-the-job training is determined by the supervisor and comprises individual instructions in the complexities of patent examining. Formal training begins with an initial class (Phase I of the Patent Academy) which provides the new examiner with the basics of patent examining practice and procedure.

Phases II-IV of the Patent Academy, given during the first year of employment, cover all advanced examining functions and legal concepts involved in these functions.

In-house legal and technical courses and periodic visits to companies are offered after the first year of employment. Additional advanced training at local universities and law schools is available to interested employees, depending on the existence of funding.

## ADVANCEMENT OPPORTUNITIES

Promotions are based on ability and work performance. Promotion to the GS-14 level generally takes from five to seven years, depending on the starting level and individual performance. Promotion to the GS-14 level requires the attainment of full signatory authority.

Advancement opportunities are excellent. Individuals are considered for promotion after a minimum of one year at the preceding level. At the entry level, patent examiners in Engineering specializations are eligible for promotion after 6 months at the preceding level. Competition for promotion takes place *only* for supervisory positions.

## FRINGE BENEFITS

1. Thirteen days of annual or vacation leave for the first three years, twenty days of annual leave for the next twelve years, twenty six days a year after fifteen years of service.
2. Thirteen days of sick leave a year. This can accrue from year to year with no maximum limit.
3. Two weeks of military leave annually if you are a reservist or a member of the National Guard.
4. Court leave if you are called for jury duty.
5. Good retirement system. Employees will be covered by the Federal Employees Retirement System (FERS) which includes a thrift savings plan. Employees can make tax-deferred contributions to a savings plan and a portion will be matched by the Government.
6. Ten paid holidays each year.
7. Compressed workweeks and flexi-time schedules.
8. Health benefits from a large number of companies are available for which the Government pays part of the premium.
9. Life insurance for which the government pays part of the premiums.
10. A liberal system of benefits if you are injured on the job.
11. Paid overtime and bonuses are available.







## ***BASIC QUALIFICATION REQUIREMENTS***

### **ENGINEERS**

GS-5: Successful completion of a full 4-year professional engineering curriculum leading to a Bachelor's or higher degree in engineering in an accredited college or university.

### **CHEMISTS**

GS-5: Successful completion of all of the requirements for a bachelor's degree in an accredited college or university that has included 30 semester hours of chemistry.

### **MICROBIOLOGISTS**

GS-5: Successful completion of all of the requirements for a bachelor's degree in an accredited college or university with major study in microbiology, biology, or chemistry. Such study must have included at least 30 semester hours in biological science of which 20 hours are in microbiology and related subjects.

### **PHYSICISTS**

GS-5: Successful completion of all of the requirements for a bachelor's degree in an accredited college or university that has included 24 semester hours of physics.

### **BIOLOGISTS**

GS-5: Successful completion of all of the requirements for a bachelor's degree in an accredited college or university with major study in biological sciences, agriculture, natural resource management or allied disciplines.

**ENGINEER/SCIENTIST  
REQUIREMENTS FOR  
GS-7 AND ABOVE:**

**GS-7**

**GS-5 level requirements as stated on page 5 plus:**

- one year of professional experience in an appropriate field.
- one full year of graduate education in an appropriate field.
- one year of appropriate student trainee or cooperative workstudy experience.
- attainment of superior academic achievement (for more information refer to page 4, part III of form 1170/17).

**GS-9**

**GS-5 level requirements as stated on page 5 plus:**

- two years of professional experience in an appropriate field.
- completion of all requirements for a master's degree in an appropriate field.
- two full years of graduate education in an appropriate field.
- a combination of superior academic achievement (as required for GS-7 above) plus 1 year of appropriate professional experience.

**GS-11**

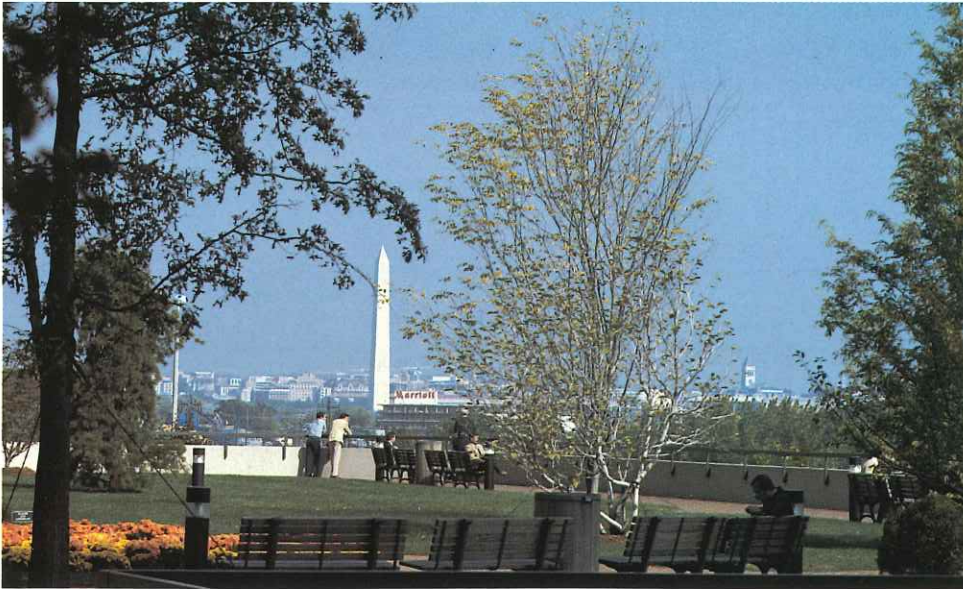
**GS-5 level requirements as stated on page 5 plus:**

- three years of professional experience in an appropriate field.
- completion of all requirements for a Doctoral Degree in an appropriate field.
- three full years of graduate education in an appropriate field.





## THE SETTING



The Patent and Trademark Office is located in Crystal City, Virginia, just across the Potomac River from Washington, D.C.

The Chesapeake Bay is about an hour east of DC, the Atlantic beaches about 2½ hours away, and the foothills of the Blue Ridge an hour to the west. Shenandoah National Park is 2 hours southwest.

Shopping centers are readily accessible both in downtown DC as well as in suburban Maryland and Virginia. A shopping mall is located in Crystal City under the Patent and Trademark Office buildings and includes restaurants, boutiques, post office, health club, etc.

Public transportation to the Patent and Trademark Office is excellent by both subway and bus systems. Carpools and vanpools are also available.





## THE NATION'S CAPITOL.

The location, size, and national role of Washington, DC make it a city in which you can observe or participate in just about any sport, cultural, community, or recreational activity you wish. The White House, the Capitol, and the business and historic districts of downtown Washington, DC are minutes away from Crystal City.

Opportunities to enjoy the theater, music, and dance abound in Washington. Cultural facilities include:

- the Kennedy Center, National Theatre, Warner Theatre, and the Ford Theatre
- the National Symphony
- the Washington Opera
- the Arena Stage and Wolf Trap Farm Park which features internationally known orchestras, opera and dance companies, and theatre personalities.

Washington's museums and universities offer lecture series and seminars to the public on subjects ranging from plant identification to the history of jazz.

Museums and galleries include:

- the Smithsonian
- the National Gallery
- the Phillips Collection
- the Freer Gallery
- the Corcoran Art Gallery





Form Approved  
OMB No. 3206-0038

1. Name (Last, First, M.I.)	2. Birth date (Month, day, year)	3. Social Security Number
-----------------------------	----------------------------------	---------------------------

5. List the undergraduate and/or graduate college degrees you have received or expect to receive (Give name of degree, name of college or university granting degree, and date received or to be received)

6a. State your major graduate course(s) of study

List below by appropriate academic field (e.g., biology, mechanical engineering, economics, sociology, etc.) all courses you have taken (including those failed) which appear to satisfy the qualification requirements of positions for which you are applying. List graduate and undergraduate courses separately. Credits for each category should be totaled to determine if you meet the minimum course requirements.

Indicate academic field:

DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR.	CLASS ROOM
TOTAL					

DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR.	CLASS ROOM
TOTAL					

[illegible]

Indicate academic field:

DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR.	CLASS ROOM
TOTAL					

Indicate academic field:

[illegible]

Indicate academic field:

DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR.	CLASS ROOM
TOTAL					



## PART II – PRIVACY ACT STATEMENT AND CERTIFICATION

11

### PART III – SCHOLASTIC ACHIEVEMENT

NOTE: This part is for the use of college students and graduates who may qualify for some GS-7 and GS-9 positions on the basis of undergraduate scholastic achievement, as provided in an open announcement. *See the appropriate announcement for complete requirements.* If you do not wish to qualify on this basis or if you do not meet the requirements below, do not complete this part. In any case, **YOU MUST SIGN YOUR NAME AFTER THE CERTIFICATION STATEMENT AT THE BOTTOM OF PAGE 3.**

**A. COLLEGE OR CLASS STANDING.** Must be in upper third of the college or university, or major subdivision such as School of Engineering, School of Business Administration, etc.

NUMBER IN CLASS \_\_\_\_\_

YOUR STANDING \_\_\_\_\_

**B. COLLEGE GRADE AVERAGE.** Must equal a "B" average (2.90 on a 4.0 scale) or better for *all* undergraduate courses, or equal "B +" (3.5) or better in courses comprising the major field of study, completed during the period specified in the announcement under which you file. If the announcement permits a choice of computing periods, you may use the one which gives you the best average. In any case you should indicate the method used by check mark in the appropriate box in item 1 *and* in item 2 below, *and* compute your average in the space provided at the bottom of this page.

1. (Check one) ☐ "B" average for all undergraduate courses  
☐ "B +" average in major field of study
2. (Check one) ☐ All 4 years ☐ First 3 years ☐ Last 2 years\*  
☐ At time of filing (*In some announcements this is the only computing period permitted.*)

**\*NOTE:** For those announcements which permit you to qualify on the basis of a grade average during the last 2 years of the undergraduate curriculum, you may be rated provisionally eligible if you are a senior student, provided you have the required average in the junior year. You will be required to submit evidence at the time of appointment that you maintained the required average during your senior year.

Most colleges have "A," "B," "C," and "D" as passing grades and compute grade point averages on a 4, 3, 2, 1 scale. In computing your grade point average, round to the first decimal place (e.g., 2.95 = 3.0, 2.94 = 2.9, etc.); however, the 2.90 average may not be achieved by rounding up a lower average. If your college uses a different system, explain below and show how it compares with the "A," "B," "C," "D" system.

NO. OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "A" _____	X	4	=	_____
NO. OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "B" _____	X	3	=	_____
NO. OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "C" _____	X	2	=	_____
NO. OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "D" _____	X	1	=	_____
NO. OF SEMESTER OR QUARTER HOURS FAILED _____	X	0	=	_____
<b>TOTAL (1)</b> _____				<b>TOTAL (2)</b> _____

**GRADE POINT AVERAGE** \_\_\_\_\_  
*Total (2) divided by Total (1)*

**C. HONOR SOCIETY MEMBERSHIP.** Must be one of the national honorary scholastic societies meeting the minimum requirements of the Association of College Honor Societies (other than freshman scholarship honor societies).

Name of honor society and date you were elected to membership \_\_\_\_\_

NOTE—Many colleges and universities offer courses of study which have disposed, in whole or in part, of traditional grading systems in favor of pass/fail or similar systems. If your grades are more than 10 percent pass/fail, you may claim credit under the scholastic achievement provision only on the basis of class standing or membership in a national honorary society. Proof of class standing should be in the form of a statement in writing from the institution's registrar, the dean of the applicant's course of study, or the appropriate department head or chairman. This statement of class standing must be based on a suitable measure of the student's academic performance, such as the results of a comprehensive examination or an overall faculty assessment, and must indicate the basis of the judgment. Class standing must be based on the candidate's standing in his college or university or a major subdivision of the university (e.g., the College of Business Administration, the College of Arts and Sciences, etc.). Subdivisions of colleges, such as the History Department, are not recognized as subdivisions for this purpose. This proof should not be submitted with your application, but will be required by your hiring agency before you may report for work.

**BE SURE TO SIGN THIS FORM AT THE BOTTOM OF PAGE 3.**



***A CAREER FOR YOU  
IN PATENT EXAMINING***

The Patent and Trademark Office offers unique career opportunities for engineers and scientists as Patent Examiners.



**For More Information About A  
Career As A Patent Examiner  
Contact:**

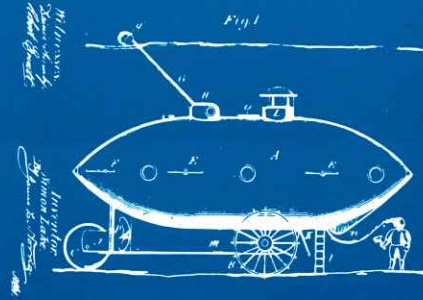
Manager, College Relations  
Personnel, ICPK, Suite 700  
Patent and Trademark Office  
Washington, D.C. 20231  
Call Toll Free (800) 368-3064  
Or Call Collect: (703) 557-3631

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Creating a new world with electronics

**HUGHES**  
HUGHES AIRCRAFT COMPANY



W. H. L. L. L.  
No. 2,011,111  
Patented Apr. 20, 1937

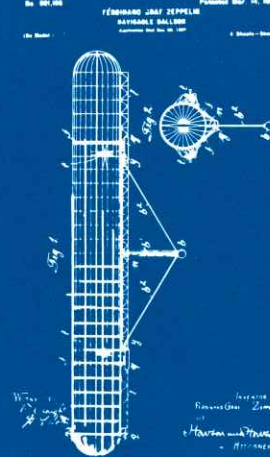
**DU PONT**



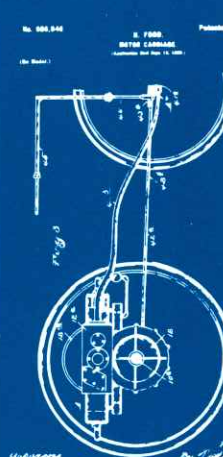
Patented Mar. 5, 1935  
No. 2,006,521



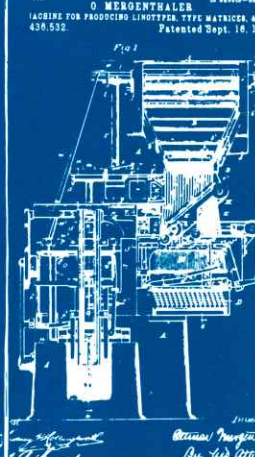
T. A. EDISON  
Phonograph or Speaking Machine  
No. 2,006,521  
Patented Feb. 19, 1937



Patented Mar. 14, 1935  
No. 2,006,521

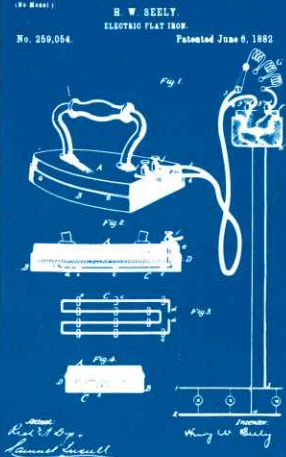


Patented Mar. 5, 1935  
No. 2,006,521



Patented Sept. 18, 1935  
No. 2,006,521

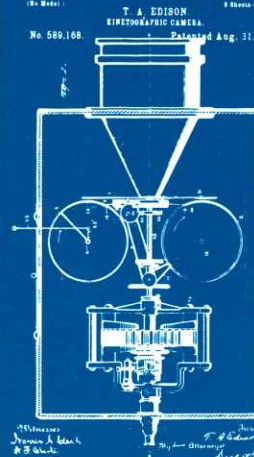
**Honeywell**



H. W. SEELY  
ELECTRIC FLAT IRON  
No. 259,054  
Patented June 6, 1952



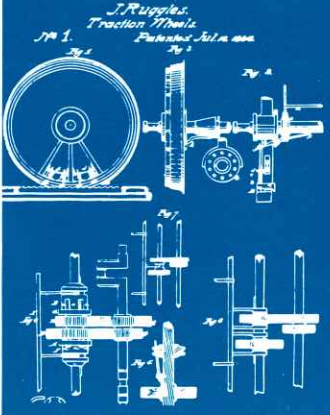
Sept. 26, 1950  
A. C. ROBERTSON ET AL.  
VERTICAL TAKE-OFF FLYING PLATFORM  
Filed Feb. 27, 1948  
2,963,321



Patented Aug. 31, 1907  
No. 589,168  
T. A. EDISON  
CINEMATOGRAPHIC CAMERA

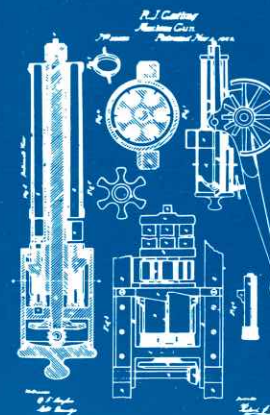


Patented Nov. 8, 1905  
No. 372,786  
E. BERLINER  
GRAMOPHONE



J. Ruggles  
Traction Motor  
Patented July 1, 1900  
Fig. 1

**American Bell**



R. J. Cantley  
Patented May 1, 1900  
Fig. 1





**U. S. DEPARTMENT OF COMMERCE  
Patent and Trademark Office**

WASHINGTON, D. C. 20231

IF UNDELIVERABLE RETURN IN TEN DAYS

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE, \$300

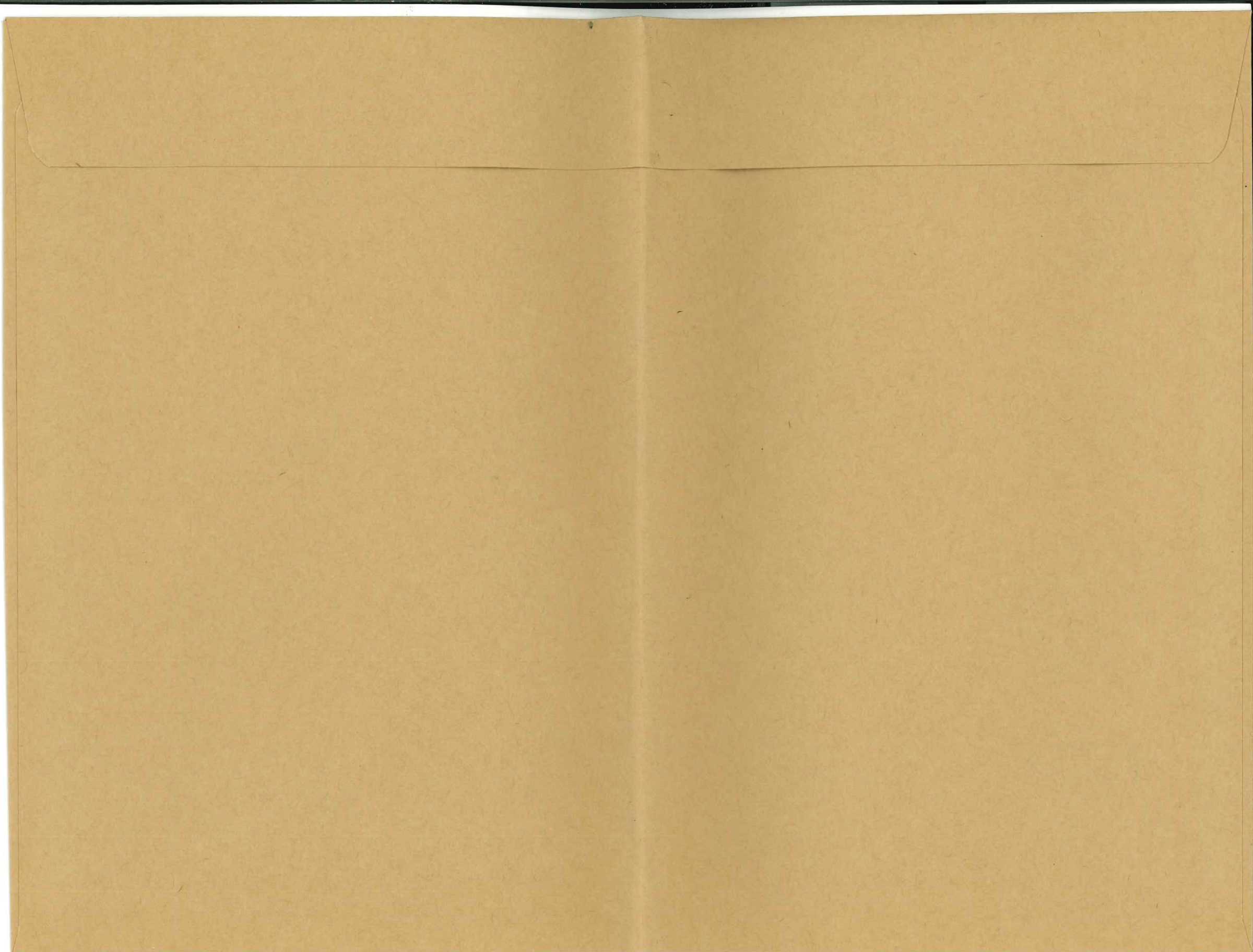
AN EQUAL OPPORTUNITY EMPLOYER



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U.S. DEPARTMENT OF COMMERCE  
COM-212

PATENT AND TRADEMARK OFFICE  
OFFICE OF PERSONNEL - C & E DIVISION  
ONE CRYSTAL PARK - SUITE 700  
WASHINGTON, D.C. 20231

**ATTENTION:**  
**Box 171**





# Standard Form 171 Application for Federal Employment

Read The Following Instructions Carefully Before You Complete This Application

- **DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.**
- **TYPE OR PRINT CLEARLY IN DARK INK.**
- **IF YOU NEED MORE SPACE** for an answer, use a sheet of paper the same size as this page. On **each** sheet write your name, Social Security Number, the announcement number or job title, and the item number. Attach all additional forms and sheets to this application at the top of page 3.
- If you do not answer **all** questions fully and correctly, you may delay the review of your application and lose job opportunities.
- Unless you are asked for additional material in the announcement or qualification information, **do not attach** any materials, such as: official position descriptions, performance evaluations, letters of recommendation, certificates of training, publications, etc. Any materials you attach which were not asked for may be removed from your application and will **not** be returned to you.
- We suggest that you **keep a copy** of this application for your use. If you plan to make copies of your application, we suggest you leave items **1, 48 and 49** blank. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**
- **To apply for a specific Federal civil service examination** (whether or not a written test is required) **or a specific vacancy in a Federal agency:**
  - Read the announcement and other materials provided.
  - Make sure that your work experience and/or education meet the qualification requirements described.
  - Make sure the announcement is open for the job and location you are interested in. Announcements may be closed to receipt of applications for some types of jobs, grades, or geographic locations.
  - Make sure that you are allowed to apply. Some jobs are limited to veterans, or to people who work for the Federal Government or have worked for the Federal Government in the past.
  - Follow any directions on "How to Apply". If a written test is required, bring any material you are instructed to bring to the test session. For example, you may be instructed to "Bring a completed SF 171 to the test." If a written test is not required, mail this application and all other forms required by the announcement to the address specified in the announcement.

## Work Experience (Item 24)

- Carefully complete each experience block you need to describe your work experience. Unless you qualify based on education alone, **your rating will depend on your description of previous jobs. Do not leave out any jobs you held during the last ten years.**
- Under **Description of Work**, write a **clear and brief**, but **complete** description of your **major** duties and responsibilities for each job. Include any supervisory duties, special assignments, and your accomplishments in the job. We may verify your description with your former employers.
- If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate job.

## Privacy Act Statement

The Office of Personnel Management is authorized to rate applicants for Federal jobs under sections 1302, 3301, and 3304 of title 5 of the U.S. Code. Section 1104 of title 5 allows the Office of Personnel Management to authorize other Federal agencies to rate applicants for Federal jobs. We need the information you put on this form and associated application forms to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birth date. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The Office of Personnel Management may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed

## Veteran Preference in Hiring (Item 22)

- **DO NOT LEAVE Item 22 BLANK.** If you do **not** claim veteran preference place an **"X"** in the box next to **"NO PREFERENCE"**.
  - You **cannot** receive veteran preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, **unless** you are disabled or retired from the active military Reserve.
  - To receive veteran preference your separation from active duty must have been under honorable conditions. This includes honorable and general discharges. A clemency discharge does not meet the requirements of the Veteran Preference Act.
  - Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veteran preference.
  - To qualify for preference you must meet **ONE** of the following conditions:
    1. Served on active duty anytime between December 7, 1941, and July 1, 1955; (If you were a Reservist called to active duty between February 1, 1955 and July 1, 1955, you must meet condition 2, below.)  
**or**
    2. Served on active duty any part of which was between July 2, 1955 and October 14, 1976 or a Reservist called to active duty between February 1, 1955 and October 14, 1976 **and** who served for more than 180 days;  
**or**
    3. Entered on active duty between October 15, 1976 and September 7, 1980 or a Reservist who entered on active duty between October 15, 1976 and October 13, 1982 **and** received a Campaign Badge or Expeditionary Medal **or** are a disabled veteran;  
**or**
    4. Enlisted in the Armed Forces after September 7, 1980 or entered active duty other than by enlistment on or after October 14, 1982 **and:**
      - a. completed 24 months of continuous active duty or the full period called or ordered to active duty, or were discharged under 10 U.S.C. 1171 or for hardship under 10 U.S.C. 1173 **and** received or were entitled to receive a Campaign Badge or Expeditionary Medal; **or**
      - b. are a disabled veteran.
  - If you meet one of the four conditions above, you qualify for 5-point preference. If you want to claim 5-point preference **and** do not meet the requirements for 10-point preference, discussed below, place an **"X"** in the box next to **"5-POINT PREFERENCE"**.
  - If you think you qualify for 10-Point Preference, review the requirements described in the Standard Form (SF) 15, Application for 10-Point Veteran Preference. The SF 15 is available from any Federal Job Information Center. The 10-point preference groups are:
    - Non-Compensably Disabled or Purple Heart Recipient.
    - Compensably Disabled (less than 30%).
    - Compensably Disabled (30% or more).
    - Spouse, Widow(er) or Mother of a deceased or disabled veteran.
- If you claim 10-point preference, place an **"X"** in the box next to the group that applies to you. **To receive 10-point preference you must attach a completed SF 15 to this application together with the proof requested in the SF 15.**

by law or Presidential directive. The information we collect by using your SSN will be used for employment purposes and also may be used for studies, statistics, and computer matching to benefit and payment files.

Information we have about you may also be given to Federal, State and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request. Incomplete addresses and ZIP Codes will also slow processing.

**DETACH THIS PAGE – NOTE SF 171-A ON BACK**



# Application for Federal Employment—SF 171

Read the instructions before you complete this application. Type or print clearly in dark ink.

Form Approved:  
OMB No. 3206-0012

## GENERAL INFORMATION

1 What kind of job are you applying for? Give title and announcement no. (if any)

2 Social Security Number

3 Sex  
☐ Male ☐ Female

4 Birth date (Month, Day, Year)

5 Birthplace (City and State or Country)

6 Name (Last, First, Middle)

Mailing address (include apartment number, if any)

City State ZIP Code

7 Other names ever used (e.g., maiden name, nickname, etc.)

8 Home Phone  
Area Code Number

9 Work Phone  
Area Code Number Extension

10 Were you ever employed as a civilian by the Federal Government? If "NO", go to Item 11. If "YES", mark each type of job you held with an "X".  
☐ Temporary ☐ Career-Conditional ☐ Career ☐ Excepted  
What is your highest grade, classification series and job title?

Dates at highest grade: FROM TO

## AVAILABILITY

11 When can you start work? (Month and Year)

12 What is the lowest pay you will accept? (You will not be considered for jobs which pay less than you indicate.)  
Pay \$ per OR Grade

13 In what geographic area(s) are you willing to work?

14 Are you willing to work:

	YES	NO
A. 40 hours per week (full-time)?		
B. 25-32 hours per week (part-time)?		
C. 17-24 hours per week (part-time)?		
D. 16 or fewer hours per week (part-time)?		
E. An intermittent job (on-call/seasonal)?		
F. Weekends, shifts, or rotating shifts?		

15 Are you willing to take a temporary job lasting:

A. 5 to 12 months (sometimes longer)?		
B. 1 to 4 months?		
C. Less than 1 month?		

16 Are you willing to travel away from home for:

A. 1 to 5 nights each month?		
B. 6 to 10 nights each month?		
C. 11 or more nights each month?		

## MILITARY SERVICE AND VETERAN PREFERENCE

17 Have you served in the United States Military Service? If your only active duty was training in the Reserves or National Guard, answer "NO". If "NO", go to item 22.

	YES	NO
18 Did you or will you retire at or above the rank of major or lieutenant commander?		

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER  
PREVIOUS EDITION USABLE UNTIL 12-31-90

DO NOT WRITE IN THIS AREA

## FOR USE OF EXAMINING OFFICE ONLY

Date entered register	Form reviewed: Form approved:			
Option	Grade	Earned Rating	Veteran Preference	Augmented Rating
			<input type="checkbox"/> No Preference Claimed	
			<input type="checkbox"/> 5 Points (Tentative)	
			<input type="checkbox"/> 10 Pts. (30% Or More Comp. Dis.)	
			<input type="checkbox"/> 10 Pts. (Less Than 30% Comp. Dis.)	
			<input type="checkbox"/> Other 10 Points	
Initials and Date				
<input type="checkbox"/> Disallowed <input type="checkbox"/> Being Investigated				

## FOR USE OF APPOINTING OFFICE ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

☐ 5-Point ☐ 10-Point--30% or More Compensable Disability ☐ 10-Point--Less Than 30% Compensable Disability ☐ 10-Point--Other

Signature and Title

Agency Date

## MILITARY SERVICE AND VETERAN PREFERENCE (Cont.)

19 Were you discharged from the military service under honorable conditions? (If your discharge was changed to "honorable" or "general" by a Discharge Review Board, answer "YES". If you received a clemency discharge, answer "NO".) If "NO", provide below the date and type of discharge you received.

Discharge Date (Month, Day, Year)	Type of Discharge	YES	NO

20 List the dates (Month, Day, Year), and branch for all active duty military service.

From	To	Branch of Service

21 If all your active military duty was after October 14, 1976, list the full names and dates of all campaign badges or expeditionary medals you received or were entitled to receive.

22 Read the instructions that came with this form before completing this item. When you have determined your eligibility for veteran preference from the instructions, place an "X" in the box next to your veteran preference claim.

☐ NO PREFERENCE

☐ 5-POINT PREFERENCE -- You must show proof when you are hired.

☐ 10-POINT PREFERENCE -- If you claim 10-point preference, place an "X" in the box below next to the basis for your claim. To receive 10-point preference you must also complete a Standard Form 15, Application for 10-Point Veteran Preference, which is available from any Federal Job Information Center. ATTACH THE COMPLETED SF 15 AND REQUESTED PROOF TO THIS APPLICATION.

☐ Non-compensably disabled or Purple Heart recipient.

☐ Compensably disabled, less than 30 percent.

☐ Spouse, widow(er), or mother of a deceased or disabled veteran.

☐ Compensably disabled, 30 percent or more.



- Describe your current or most recent job in Block A and work backwards, describing each job you held **during the past 10 years**. If you were **unemployed** for longer than **3 months** within the past 10 years, list the dates and your address(es) in an experience block.
- You may sum up in one block work that you did **more than 10 years ago**. But if that work is **related** to the type of job you are applying for, describe each related job in a separate block.
- **INCLUDE VOLUNTEER WORK** (*non-paid work*)-If the work (or a part of the work) is like the job you are applying for, complete all parts of the experience block just as you would for a paying job. You may receive credit for work experience with religious, community, welfare, service, and other organizations.

- **INCLUDE MILITARY SERVICE**--You should complete **all** parts of the experience block just as you would for a non-military job, including **all** supervisory experience. Describe each major change of duties or responsibilities in a separate experience block.
- **IF YOU NEED MORE SPACE TO DESCRIBE A JOB**--Use sheets of paper the same size as this page (be sure to include **all** information we ask for in **A** and **B** below). On **each** sheet show your name, Social Security Number, and the announcement number or job title.
- **IF YOU NEED MORE EXPERIENCE BLOCKS**, use the SF 171-A or a sheet of paper.
- **IF YOU NEED TO UPDATE (ADD MORE RECENT JOBS)**, use the SF 172 or a sheet of paper as described above.

A	Name and address of employer's organization (include ZIP Code, if known)			Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervise
				From:	To:		
				Salary or earnings		Your reason for wanting to leave	
				Starting \$	per		
			Ending \$	per			
Your immediate supervisor			Exact title of your job		If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion		
Name	Area Code	Telephone No.					

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, **including** the job title(s) of any employees you supervise. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

					For Agency Use (skill codes, etc.)		
<b>B</b>	Name and address of employer's organization (include ZIP Code, if known)			Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervised
				From: To:			
				Salary or earnings		Your reason for leaving	
				Starting \$ per			
			Ending \$ per				
Your immediate supervisor			Exact title of your job		If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion		
Name	Area Code	Telephone No.					

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.



## EDUCATION

<b>25</b> Did you graduate from high school? <i>If you have a GED high school equivalency or will graduate within the next nine months, answer "YES".</i>  <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <b>YES</b> <input type="checkbox"/>  <b>NO</b> <input type="checkbox"/> </div> <div>             If "YES", give month and year graduated or received GED equivalency: .....              If "NO", give the highest grade you completed: .           </div> </div>	<b>26</b> Write the name and location ( <i>city and state</i> ) of the last high school you attended or where you obtained your GED high school equivalency.  <b>27</b> Have you ever attended college or graduate school? <div style="float: right;"> <b>YES</b> <input type="checkbox"/>  <b>NO</b> <input type="checkbox"/> </div> <div style="clear: both;"></div> If "YES", continue with 28. If "NO", go to 31.
--	--

<b>28</b> NAME AND LOCATION ( <i>city, state and ZIP Code</i> ) OF COLLEGE OR UNIVERSITY. <i>If you expect to graduate within nine months, give the month and year you expect to receive your degree:</i>					MONTH AND YEAR ATTENDED		NUMBER OF CREDIT HOURS COMPLETED		TYPE OF DEGREE <small>(e.g. B.A., M.A.)</small>	MONTH AND YEAR OF DEGREE
Name	City	State	ZIP Code	From	To	Semester	Quarter			
1)										
2)										
3)										

<b>29</b> CHIEF UNDERGRADUATE SUBJECTS <i>Show major on the first line</i>	NUMBER OF CREDIT HOURS COMPLETED	<b>30</b> CHIEF GRADUATE SUBJECTS <i>Show major on the first line</i>	NUMBER OF CREDIT HOURS COMPLETED
	<small>Semester    Quarter</small>		<small>Semester    Quarter</small>
1)		1)	
2)		2)	
3)		3)	

**31** If you have completed any other courses or training related to the kind of jobs you are applying for (*trade, vocational, Armed Forces, business*) give information below.

NAME AND LOCATION ( <i>city, state and ZIP Code</i> ) OF SCHOOL	MONTH AND YEAR ATTENDED	CLASS-ROOM HOURS	SUBJECT(S)	TRAINING COMPLETED	YES	NO
	<small>From    To</small>					
School Name						
1)						
City						
State						
ZIP Code						
School Name						
2)						
City						
State						
ZIP Code						

## SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS

**32** Give the title and year of any honors, awards or fellowships you have received. List your special qualifications, skills or accomplishments that may help you get a job. *Some examples are: skills with computers or other machines; most important publications (do not submit copies); public speaking and writing experience; membership in professional or scientific societies; patents or inventions; etc.*

<b>33</b> How many words per minute can you: TYPE? TAKE DICTATION?	<b>34</b> List <b>job-related</b> licenses or certificates that you have, such as: <i>registered nurse; lawyer; radio operator; driver's; pilot's; etc.</i>  <div style="display: flex; justify-content: space-between;"> <div style="width:45%;">           LICENSE OR CERTIFICATE         </div> <div style="width:20%;">           DATE OF LATEST LICENSE OR CERTIFICATE         </div> <div style="width:35%;">           STATE OR OTHER LICENSING AGENCY         </div> </div>
<i>Agencies may test your skills before hiring you.</i>	1) 2)

**35** Do you speak or read a language other than English (*include sign language*)? *Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.*

LANGUAGE(S)	CAN PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE	
	<small>Fluently</small>	<small>With Difficulty</small>	<small>Fluently</small>	<small>Passably</small>	<small>Into English</small>	<small>From English</small>	<small>Easily</small>	<small>With Difficulty</small>
1)								
2)								

## REFERENCES

**36** List three people who are not related to you and are not supervisors you listed under 24 who know your qualifications and fitness for the kind of job for which you are applying. At least **one** should know you well on a personal basis.

FULL NAME OF REFERENCE	TELEPHONE NUMBER(S) <small>(Include Area Code)</small>	PRESENT BUSINESS OR HOME ADDRESS <small>(Number, street and city)</small>	STATE	ZIP CODE
1)				
2)				
3)				



**BACKGROUND INFORMATION-- You must answer each question in this section before we can process your application.**

- 37** Are you a citizen of the United States? (In most cases you must be a U.S. citizen to be hired. You will be required to submit proof of identity and citizenship at the time you are hired.) If "NO", give the country or countries you are a citizen of: \_\_\_\_\_
- |                          |                          |
|--------------------------|--------------------------|
| YES                      | NO                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

**NOTE: It is important that you give complete and truthful answers to questions 38 through 44.** If you answer "YES" to any of them, provide your explanation(s) in **Item 45**. Include convictions resulting from a plea of nolo contendere (*no contest*). **Omit:** 1) traffic fines of \$100.00 or less; 2) any violation of law committed before your 16th birthday; 3) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a Youth Offender law; 4) any conviction set aside under the Federal Youth Corrections Act or similar State law; 5) any conviction whose record was expunged under Federal or State law. We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for Federal jobs. However, **if you fail to tell the truth or fail to list all relevant events or circumstances**, this may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution (18 USC 1001).

- |   |                          |                          |
|---|--------------------------|--------------------------|
| <b>38</b> During the last 10 years, were you <b>fired from any job</b> for any reason, did you <b>quit after being told that you would be fired</b> , or did you leave by mutual agreement because of specific problems? .....  | <b>YES</b>               | <b>NO</b>                |
| <b>39</b> Have you <b>ever</b> been convicted of, or forfeited collateral for <b>any felony violation</b> ? (Generally, a felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.) ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>40</b> Have you <b>ever</b> been convicted of, or forfeited collateral for <b>any firearms or explosives violation</b> ? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>41</b> Are you <b>now</b> under charges for <b>any violation of law</b> ? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>42</b> During the last 10 years have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do not include violations reported in 39, 40, or 41, above. ....   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>43</b> Have you <b>ever</b> been convicted by a military <b>court-martial</b> ? If no military service, answer "NO". ....  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>44</b> Are you <b>delinquent</b> on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government <b>plus</b> defaults on Federally guaranteed or insured loans such as student and home mortgage loans.) .....  | <input type="checkbox"/> | <input type="checkbox"/> |

- 45** If "YES" in: **38** - Explain for each job the problem(s) and your reason(s) for leaving. Give the employer's name and address.  
**39 through 43** - Explain each violation. Give place of occurrence and name/address of police or court involved.  
**44** - Explain the type, length and amount of the delinquency or default, and steps you are taking to correct errors or repay the debt. Give any identification number associated with the debt and the address of the Federal agency involved.

**NOTE:** If you need more space, use a sheet of paper, and include the item number.

Item No.	Date (Mo./Yr.)	Explanation	Mailing Address
			Name of Employer, Police, Court, or Federal Agency
			City State ZIP Code
			Name of Employer, Police, Court, or Federal Agency
			City State ZIP Code

- |   |                          |                          |
|---|--------------------------|--------------------------|
| <b>46</b> Do you receive, or have you ever applied for retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service? .....   | <b>YES</b>               | <b>NO</b>                |
| <b>47</b> Do any of your relatives work for the United States Government or the United States Armed Forces? Include: <i>father; mother; husband; wife; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; and half sister.</i> ..... | <input type="checkbox"/> | <input type="checkbox"/> |
- If "YES", provide details below. If you need more space, use a sheet of paper.

Name	Relationship	Department, Agency or Branch of Armed Forces

**SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION****YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.**

- A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001).
- If you are a male born after December 31, 1959 you must be registered with the Selective Service System or have a valid exemption in order to be eligible for Federal employment. You will be required to certify as to your status at the time of appointment.
- **I understand** that any information I give may be investigated as allowed by law or Presidential order.
- **I consent** to the release of information about my ability and fitness for Federal employment **by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government.**
- **I certify** that, to the best of my knowledge and belief, **all** of my statements are true, correct, complete, and made in good faith.

**48** SIGNATURE (Sign each application in dark ink)

**49** DATE SIGNED (Month, day, year)



- Attach all SF 171-A's to your application at the top of page 3.

1. Name (Last, First, Middle Initial)

2. Social Security Number

3. Job Title or Announcement Number You Are Applying For

4. Date Completed

## Name and address of employer's organization (include ZIP Code, if known)

Dates employed (give month, day and year)

Average number of hours per week

Number of employees  
you supervised

From: To:

Salary or earnings

Your reason for leaving

Starting \$ per

Ending \$ per

Your immediate supervisor

Name \_\_\_\_\_

Area Code

Telephone No. \_\_\_\_\_

Exact title of your job

If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, **including** the job title(s) of any employees you supervised. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

Name and address of employer's organization (include ZIP Code, if known)

Dates employed (give month, day and year)

Average number of hours per week

Number of employees  
you supervised

From: To:

Salary or earnings

Your reason for leaving

Starting \$ per

Ending \$ per

Your immediate supervisor

Name

Area Code

Telephone No.

Exact title of your job

If Federal employment (*civilian or military*) list series, grade or rank, and, if promoted in this job, the date of your last promotion

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For Agency Use (skill codes, etc.)